

DRAFT: ~~9/13/2023-10/11/2023~~

TOWN OF LEDYARD
ASSISTANT LIBRARIAN I – ADULT SERVICES

GENERAL STATEMENT OF DUTIES:

The Assistant Librarian I – *Adult Services* is responsible for the operation of one of the ~~libraries~~ *library buildings* ~~of the Ledyard Library Commission.~~ *and also provides specialized professional services.*

SUPERVISION RECEIVED:

The Assistant Librarian *I – Adult Services* is supervised by the Library Director.

SUPERVISION EXERCISED:

The Assistant Librarian *I – Adult Services* supervises the staff and volunteers in the library to which assigned.

ESSENTIAL JOB FUNCTIONS:

The following are illustrative of the duties and responsibilities associated with the position, but are not intended to be all-inclusive.

- Oversee the operation of the library building and equipment.
- Give work assignments to staff at the circulation desk.
- Train new staff in library procedures and the use of the library's circulation system.
- Provide reference and reader's advisory ~~service~~ for patrons.
- Arrange interlibrary loans for patrons.
- Provide instruction and/or assistance with ~~computer applications and other library technology and library equipment~~ to staff and library users.
- Interpret library policies and procedures.
- Monitor *patron* behavior and conduct ~~of patrons in the library.~~
- Assist with staff evaluations.
- Assist with the selection of *materials* ~~large print books DVD's and music CD's~~ for the *collection.*
- *Prepare press releases detailing adult activities and programs.*
- Provide collection maintenance such as weeding and shelf reading supervision.

- Assist with circulation duties as needed including checking books out to patrons, discharging returned materials, entering patron data into the computer, collecting fines, clearing patron records, placing holds, and renewing items.
- Oversee the return of material to proper locations, providing assistance if needed.
- *Attend meetings as required.*
- Secure the building at closing time

Additional Duties:

- *Plan and implement adult programs.*
- Develop community awareness of library materials and services.
- Help to plan and implement staff development programs.
- *Attend continuing education workshops and conferences.*
- Resolve *library* equipment malfunctions.
- Schedule the facility for library programs and outside *meetings*.
- Other duties as required.

*******The duties listed above are intended only as illustrative of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*******

QUALIFICATIONS PROFILE

Knowledge, Skills, and Ability:

- Knowledge of the principles and practices of public library functions
- Knowledge of print and online resources
- Knowledge of the use of computers in libraries
- Ability to supervise the work of others
- Ability to establish and maintain effective working relationships with superiors, subordinates, officials of other agencies, and the general public
- Ability *to communicate* orally and *in writing*.

EDUCATION, EXPERIENCE, AND TRAINING:

This position requires a four-year college degree preferably in Library Science plus two years of experience in a library. Supervisory experience is preferred.

PHYSICAL DEMANDS:

The physical demands *described here* are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to talk; sit; bend or *twist*; stoop or crouch; use hands, fingers, wrists, or perform repetitive motions; handle/feel objects or controls; and reach with hands and arms. The employee must occasionally walk, climb stairs to various levels, *and* lift and/or move up to 25 pounds. *The employee* must maintain continuous visual acuity including close vision, *the ability* to focus, and hand-eye coordination. The employee must maintain normal auditory ability and the ability to communicate conversationally and by phone.

~~The employee must be free from mental and physical disorders which would interfere with performance of duties as described and have the ability to maintain composure with the public and coworkers in everyday stressful and emergency situations.~~

******This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and *job* requirements.******

Adopted by the Ledyard Town Council on _____.

Kevin J. Dombrowski, Chairman